

CROATIA -- SCHENGEN VISA (C) - CHECKLIST

克罗地亚-申根签证 (C) -材料审核表

Name: 姓名: _____ Passport number: 护照号: _____	Purpose of visit: 访问目的: _____ Contact no.: 联系电话: _____ E-mail address: 邮件地址: _____
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Please be informed that failure to submit the documents listed below may result in **application being refused by the Embassy of the Republic of Croatia**. The required documents have to be translated into Croatian or English in a separate document according to the instructions below.

在递交申请前请按下述清单准备所需材料，否则您的签证申请可能被克罗地亚共和国驻华大使馆拒签。按照须知规定，所需材料需另附克罗地亚语或英语翻译。

Note: The application materials should be placed in the following order:

备注：请将申请材料按以下顺序排列：

	Required documents 所需材料	Yes 有	No 没有	Remarks 备注
1.	<p>Visa applications form filled out in Latin alphabet, without blanks, signed by the applicant (in case of a minor, signed by both parents or legal guardians). 签证申请表 无空项，由申请人以拉丁字母填写签名（未成年人由父母双方或法定监护人签名）。</p> <p>The application form must be filled out <i>online</i>: https://crovisa.mvep.hr/default.aspx?langId=en and print out with the Serial Number. 签证申请表必须在网上填写并打印出带序号的申请表。 https://crovisa.mvep.hr/default.aspx?langId=en</p> <p>All submitted documents must be scanned and uploaded. 所有提交的文件必须扫描并上传。</p>			
2.	<p>One colour photograph (35x45 mm, not older than 6 months, white background, no photoshop) 一张彩色照片 (35x45 毫米，拍摄时间不早于 6 个月，白色背景，未经后期处理)</p>			
3.	<p>Biometrics (applicant's fingerprints and digital photo) 生物识别 (申请人的指纹信息和数码照片)</p>			

4.	<p>Valid passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Croatian national visas (if issued) and copy of page with signature on the passport. If the visas were in the previous passport, copy of that passport identification page with signature.</p> <p>有效护照或其他旅行证件： 身份证明页复印件一份，申根/克罗地亚国家签证页复印件（如曾签发）和护照签字页复印件一份。如果签证在前一本护照上，请提供该护照带有签名的身份证明页的复印件。</p> <p>Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of visa and containing at least 2 blank pages.</p> <p>旅行证件须：不超过 10 年，有效期至少为签证到期后 90 天，至少包含 2 页空白页。</p>			
5.	<p>Chinese nationals only: original ID and <i>hukou</i> with copies of all the pages</p> <p>仅限中国公民： 身份证，户口本原件及所有页复印件。</p>			
6.	<p>Foreign citizens in China only: copy of the residence permit or other proof of legal stay in China, valid for at least 3 months after the date of submission of visa application</p> <p>仅限在中国的外国公民： 居留许可复印件或其他在中国合法居留的证明，自递交签证申请之日起至少 3 个月内有效。</p>			
7.	<p>In case of family member of Croatian/EU/EEA citizen: Copy of marriage/birth certificate with translation into Croatian/English</p> <p>如果是克罗地亚/欧盟/欧洲经济区公民的家庭成员： 带有克罗地亚语/英语翻译的结婚/出生证明复印件</p>			
8.	<p>Travel medical insurance valid for Schengen/Europe countries, covering the whole trip, covering costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death, written in Latin alphabet, with the insured amount not lower than 30.000 EUR.</p> <p>旅行医疗保险 适用于申根/欧洲国家的，涵盖整个行程，涵盖紧急治疗、医疗遣送以及身故遗体送返等费用，以拉丁字母书写，保额不低于 30.000 欧元。</p>			
9.	<p>Travel program (full itinerary) with documents proving the purpose of stay in Croatia/Schengen area:</p> <p>旅行计划（完整行程单） 以及证明在克罗地亚/申根地区逗留目的的文件</p> <p>Tourism: full itinerary with all transportation and accommodation bookings (with contacts details)</p>			

	<p><u>旅游:</u> 包含所有交通和住宿预订的完整行程（及详细联系方式）</p> <p><u>Business visit/ Conference/ Sport/ Culture:</u> Invitation Letter & Letter of Guarantee by Legal Person (in original or copy if the original deposited at the MFA in Zagreb) <u>商务访问/会议/体育/文化:</u> 邀请函和法人保证书（原件或复印件，如果原件存放在萨格勒布外交部）</p> <p><u>Private visit:</u> Letter of Guarantee by Natural Person (original or copy if original deposited at the MFA in Zagreb) & proof of relationship with inviting person <u>私人访问:</u> 自然人出具的保证书（原件或复印件，如果原件存放在萨格勒布外交部）及邀请人关系证明</p> <p><u>Study/Research:</u> contract with University, University Letter of Acceptance, proof of payment for study <u>学习/研究:</u> 与大学签订的合同，大学录取通知书，学习费用支付证明</p>			
10.	<p>Proof of flight reservation and accommodation for the whole duration of intended stay (flight reservation only, hotel bookings, lease agreement, other lending contracts); documents shall contains information about the cost of stay and contacts. 覆盖全部停留期间的住宿和航班预定证明（仅需航班预订单、酒店预订、租赁协议、其他租赁合同）；文件应包含有关住宿费用和联系人的信息。</p>			
11.	<p>Proof of financial means:</p> <p>Bank statements from the current account from the last 3 months, no deposits; a) proof of the solvency of the employing company, if the company pays the costs of travel and living, or b) proof of the applicant's personal solvency, in case personally covering the costs of travel and living. 申请人经济能力证明: 最近3个月的银行对账单，无需存款证明； a)如果公司支付旅行和生活费用，需提供雇佣公司的偿付能力证明，或 b) 如果申请人自行承担旅行和生活费用，需提供申请人个人偿付能力证明。</p>			

12.	<p>For employees:</p> <ol style="list-style-type: none"> 1. A sealed copy of the business licence of the employing company. 2. A letter from the employer (in English) on official company paper with stamp, signature and date, clearly mentioning: <ol style="list-style-type: none"> a) Address, telephone and fax numbers/e mail of employing company, b) The name and position in the employing company of the countersigning officer, c) The name of the applicant, position, salary and years of service, d) Approval for absence. <p>在职人员:</p> <ol style="list-style-type: none"> 1.由任职公司出具的公司营业执照复印件并盖章。 2.由雇主出具的证明信（英文版），需使用公司正式的信头纸打印并加盖公章，签字，注明日期，并明确列出下列信息： <ol style="list-style-type: none"> a)任职公司的地址、电话、传真及电子邮箱， b)任职公司签字人的姓名和职务， c)申请人姓名、职务、收入及工作年限， d)准假证明。 <p>For self-employed or freelancers:</p> <p>Document proving professional activity.</p> <p>自雇人士或自由职业者:</p> <p>需提供文件证明其职业。</p> <p>For retired persons:</p> <p>Proof of pension or other regular income.</p> <p>退休人员: 养老金或其他固定收入证明。</p> <p>For unemployed adults:</p> <ol style="list-style-type: none"> a) If married: Letter of employment and income of the spouse and notarized certificate of marriage, legalized by the MFA. b) If single/divorced/widow/widower: Any other proof of regular income: <p>未就业成年人:</p> <ol style="list-style-type: none"> a)已婚者：经公证处公证，外交部认证的结婚证书，配偶的在职证明和收入证明。 b)单身/离异/丧偶：固定收入证明。 <p>For students:</p> <p>Certificate from school/university and valid student's ID card and one copy.</p> <p>学生: 在读证明，有效学生证原件及复印件</p>			
13.	<p>Minors traveling alone or with one parent:</p> <ol style="list-style-type: none"> 1. Notarized birth certificate, legalized by MFA; 2. Notarized certificate of permission to travel from both parents or legal guardians, legalized by MFA (in case the parents are not in China: certificate attested by the relevant authorities in the country of residence); 3. Notarized death certificate in case of death of a parent or both parents, legalized by MFA; 			

	<p>4. In case the parents are divorced and one of the parents lost custody of the child: notarized court verdict, legalized by MFA. 未成年人单独旅行或者和单方家长旅行时： 1.经公证处公证及外交部认证的出生证明， 2.经公证处公证及外交部认证的双方家长或法定监护人出具的出行同意书（若父母不在中国，则需提供其居住国有关当局认证颁发的上述出行同意书）； 3.父母一方或双方死亡的，提交经外交部认证的死亡证明， 4.父母离婚且一方失去监护权的，提交经外交部认证的法院判决书。</p>			
14.	<p>Additional notes: optional document Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip. 附加说明：附加文件 申请人可以提交能够说明其行程的解释/证明类附加文件。</p>			
<p>NOTE: The Embassy of the Republic of Croatia reserves the right to request additional information/documentation and, if deemed necessary, to interview applicant in person. 备注：克罗地亚共和国驻华大使馆有权要求申请人提供补充信息/材料。如必要，申请者将被要求前往大使馆面试。</p>				

To be completed by the Inquiry Officer:

由材料审核员填写：

1. The applicant has confirmed that she/he has no other documents to submit.
申请人已经确认她/他没有其他材料提交。
2. The applicant has submitted the supporting documents listed above. I have advised her/him that **failure to submit all necessary documents** may result in the application being **refused**. The applicants has chosen to proceed with the application.
申请人已经提交了上述材料，我已告知她/他如不能提交所有必要材料可能会导致被拒签，申请人选择继续申请。
3. I have advised the applicant that **the Embassy does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of document that she/he might need in future.
我已告知申请人，大使馆不退还随申请提交的文件，并已建议申请人复印数份所提交的文件，以备将来使用。

Visa fee* 签证费		Name of travel agent 代理名称	
Service fee 服务费		Address 地址	
Courier fee (if any) 快递费 (如选)			
Other fees 其他费用		Telephone no. 电话	

***The following are exempt from visa A and visa C fees upon application:**

Family members of a Croatian national (spouse and children);
Family members of citizens of EEA Member States and Switzerland;
Children up to the age of 12;
Holders of diplomatic and service passports travelling in their official capacity;
Pupils, students, postgraduate students and teachers accompanying them when they come to attend school, study and professional training;
Researchers coming to conduct research, as provided for by the Recommendation of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research;
Representatives of non-profit organizations up to the age of 25, who are to attend seminars, conferences, sport, cultural or educational events organized by non-profit organizations.

***以下申请时免除签证 A 和签证 C 费用：**

克罗地亚国民的家庭成员（配偶和子女）；
欧洲经济区成员国和瑞士公民的家庭成员；
12 岁以下的儿童；
以官方身份旅行的外交和公务护照持有人；
前来就学、学习和专业培训的小学生、学生、研究生和陪同教师；
前来进行考察的人员，根据欧洲议会和理事会 2005 年 9 月 28 日的建议，以促进成员国为开展科学研究为目的的来自第三国的研究人员在欧盟成员国旅行的统一短期签证签发；
非营利组织的代表，年龄不超过 25 岁，参加非营利组织组织的研讨会、会议、体育、文化或教育活动。

Name & signature of Inquiry Officer 资料审核员签名

Date 日期

Applicant's signature 申请人签名